



Office of Twenty-first Century Scholars

User Agreement for Confidential Information

You are being asked to read and sign the agreement below, which describes your responsibilities regarding the use of confidential information.

- 1) I acknowledge that the Office of Twenty-first Century Scholars/SSACI has provided me with information technology and access to confidential information to assist me in the execution of my duties and responsibilities associated with the Twenty-first Century Scholars Program.
- 2) I understand that this information technology and the confidential information provided to me is to be used strictly to conduct Scholar Program business, and to be used in a manner consistent with my specific job responsibilities and in accordance with the policies in effect at my host agency, the Central Office of the Twenty-first Century Program and the State of Indiana and that the confidential information received is not to be used for personal and/or non-official purposes.
- 3) I will not engage in unauthorized access or jeopardize the security and/or confidentiality of participants in the Twenty-first Century Scholars Program, and I will not permit others, including but not limited to co-workers, to use confidential information, which the Twenty-first Century Scholars Program/SSACI has provided me.
- 4) I am aware that inappropriate use of confidential information may result in disciplinary action being taken against me, up to and including termination. I am also aware that the Twenty-first Century Scholars Program retains the right to pursue prosecution when abuse, either intentional or neglectful, of confidential information is suspected to be in violation of law.
- 5) I understand that all information I enter or retrieve from any data source, including but not limited to: rosters, list serves, e-mail and the world wide internet, including communications occurring through it, may be subject to the Access to Public Records Act, Indiana Code 5-14-3. Unless exempted by law, information placed on or retrieved from the Internet is a public record and, therefore, eligible for public disclosure.
- 6) I understand that confidential information may include, but is not limited to social security numbers, addresses, and telephone numbers. If I am uncertain whether information is confidential, I will refrain from sharing this information and secure clarification of the information before it is disseminated.
- 7) I hereby acknowledge that I have read this document, fully understand it, and agree to abide by it as a condition of my employment.

Employee Information

Name:
Title:
E-mail:
Regional Site Address:

Phone: XXX-XXX-XXXX
Fax: XXX-XXX-XXXX

Signatures

Employee: _____ Date: mm/dd/yyyy
Twenty-first Century Scholars Director: _____ Date: mm/dd/yyyy